



BILLING CODE: 3410-30-P

DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

Agency Information Collection Activities: Proposed Collection; Comment Request WIC

Nutrition Assessment and Tailoring Study

AGENCY: Food and Nutrition Service (FNS), USDA.

ACTION: 60-Day Notice and request for comments

SUMMARY: In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this proposed information collection for the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Nutrition Assessment and Tailoring Study. This new information collection will provide the U.S. Department of Agriculture, Food and Nutrition Service (FNS) with a comprehensive, detailed description of the WIC nutrition risk assessment process and the ways in which WIC clinics tailor participant benefits to address the results of the assessment. This collection will also identify specific practices or features of the nutrition services process associated with high levels of participant and staff satisfaction, reduced staff burden, and improved Program efficiency.

DATES: Written comments must be received on or before [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE *FEDERAL REGISTER*].

ADDRESSES:

Comments may be sent to: Courtney Paolicelli, Office of Policy Support, Food and Nutrition Service, USDA, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302. Comments may also be submitted via fax to the attention of Courtney Paolicelli at 703-305-2576 or via e-mail to Courtney.Paolicelli@usda.gov. Comments will also be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov> and follow the online instructions for submitting comments electronically.

All responses to this notice will be summarized and included in the request for Office of Management and Budget approval. All comments will be a matter of public record.

FOR FURTHER INFORMATION CONTACT: Requests for additional information on or copies of this information collection should be directed to Courtney Paolicelli at Courtney.Paolicelli@usda.gov.

SUPPLEMENTARY INFORMATION:

Comments are invited on: (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden on the proposed collection of information, including the validity of the methodology and assumptions that were used; (c) ways to enhance the quality, utility, and clarity of the information collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

Title: WIC Nutrition Assessment and Tailoring Study

Form Number: Not applicable

OMB Number: Not Yet Assigned

Expiration Date: Not Yet Determined

Type of Request: New collection

Abstract:

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides supplemental foods, nutrition education and breastfeeding support, and referrals to health care and other social services to safeguard the health of low-income women, infants, and children up to 5 years of age who are at nutritional risk. As part of the certification and recertification

process, WIC staff perform a comprehensive nutrition risk assessment with each participant to screen for certain nutrition risks and collect other relevant dietary and health information. Based on the nutrition risk assessment, WIC staff can individualize the food package benefits, nutrition education, and referrals the participant and child receive to meet their unique nutritional needs.

While guidelines for conducting a quality nutrition risk assessment are described in the Value Enhanced Nutrition Assessment (VENA) guidance,¹ there is flexibility in how WIC staff conduct the nutrition risk assessment, and specifics of the process may vary by WIC State Agency (SA) and by WIC Local Agency (LA). Through this study, FNS seeks to better understand the nutrition services process as it transpires at WIC clinics, and WIC staff and participants' satisfaction with the process. The findings from this study will be used to develop guidance for

¹ U.S. Department of Agriculture Food and Nutrition Service. *VENA Value Enhanced Nutrition Assessment*. Available at: <https://wicworks.fns.usda.gov/resources/value-enhanced-nutrition-assessment-vena-guidance>.

WIC staff to enhance service delivery to improve program satisfaction, retention, and participant health and nutrition outcomes.

The four study objectives are: 1) Provide in-depth descriptive information on how a large, diverse sample of local WIC agencies performs the WIC nutrition risk assessment; 2) Systematically describe how a national sample of diverse local WIC agencies uses the collection of nutrition risk assessment information to tailor program benefits, including food packages, nutrition education, breastfeeding promotion and support, and referrals to health and social services; 3) Investigate relationships between WIC nutrition risk services processes (to include the nutrition risk assessment and the associated tailoring of program benefits), and the clinic experience, participant and staff perceptions, and overall clinic flow and efficiency; and 4) Identify specific practices or features of nutrition risk service processes that facilitate the use of nutrition assessment information for providing tailored program benefits, and that are associated with participant and staff satisfaction.

A tiered study design that yields a diverse, national sample of SAs, LAs, WIC clinic sites, and WIC participants will be used to address the four study objectives. SAs will be selected using FNS administrative data, including data from the WIC Participant and Program Characteristics Study (OMB# 0584-0609, expiration 8/31/2019). All LAs within the selected SAs will be asked to provide additional data about their LA via a web survey. WIC Clinics will be selected for site visits based on characteristics of the LA.² WIC participants will be selected during site visits.

² A subset of LAs will be selected within each SA based on sociodemographic and nutrition education characteristics; one WIC Clinic will be selected per LA in the subset.

Quantitative and qualitative data will be collected from SAs, LAs, WIC Clinics and WIC participants.

Affected Public: Respondent groups identified include: (1) State, local, and tribal governments (WIC State agencies, local agencies, and clinics); (2) Businesses/Non-Profits; (WIC local agencies and clinic sites); and (3) Individuals (adults who participate in WIC or who have children that participate in WIC).

Estimated Number of Respondents: The total estimated number of respondents is 1,454 (885 respondents and 569 non-respondents). The total includes 13 State agencies, 378 local agencies (262 government and 116 business), 39 clinics (22 government and 17 business), and 1,024 individuals.

Estimated Frequency of Response: The estimated frequency of response is 6.17 annually for respondents and 3.54 annually for non-respondents.

Estimated Total Annual Responses: The estimated total number of annual responses is 7,473.

This includes 5,458 for respondents and 2,015 for non-respondents.

Estimated Time per Response: The estimated average response time is 0.12 hours for all respondents (0.15 hours for responsive participants and 0.02 hours for nonresponsive participants). The estimated time of response varies from one minute (0.02 hours) to approximately four hours (3.68 hours) depending on the respondent group and activity, as shown

in table 1. The average estimated time per response across all respondents is 0.12 hours (equal to 869.33 (total annual burden hours for both respondents and non-respondents) divided by 7,473 (total responses for both respondents and non-respondents), as shown in table 1.

Estimated Total Annual Burden on Respondents: The total public reporting burden for this collection of information is estimated at 869.33 hours (annually). See Table 1 (Total Public Burden Hours) for estimated total annual burden for each type of respondent.

Dated: July 12, 2019.

Brandon Lipps,
Administrator,
Food and Nutrition Service.

Table 1. Total Public Burden Hours

Respondent Category	Type of respondents	Instruments	Sample Size	Responsive					Non-responsive					Grand Total Burden Estimate (hours)
				Number of respondents	Frequency of response (annual)	Total Annual responses	Hours per response	Total Annual Burden (hours)	Number of Non-respondents	Frequency of response (annual)	Total Annual responses	Hours per response	Total Annual Burden (hours)	
WIC State Agency (SA)		SA CALL: Study Brochure	13	10	2	20	0.03	0.67	3	2	6	0.02	0.10	0.77
		SA CALL: Two Informational Emails from FNS to SA (includes Letter from RO SNP to SA)	13	10	2	20	0.07	1.34	3	2	6	0.02	0.10	1.44
		SA CALL: Invitation Email to SA Director with Request to Schedule Telephone Call	13	5	1	5	0.03	0.17	8	1	8	0.02	0.13	0.30
		SA CALL: Reminder Email to SA to Schedule Call	8	3	1	3	0.02	0.05	5	1	5	0.02	0.08	0.13
		SA CALL: Reminder Phone Call to SA to Schedule Call	5	2	1	2	0.08	0.17	3	1	3	0.02	0.05	0.22
		SA CALL: Call with SA to explain study and request assistance with recruitment and data collection	10	10	1	10	0.50	5.00	0	1	0	0.02	0.00	5.00
		SA CALL: SA to Submit WIC Nutrition Risk materials	10	10	1	10	0.50	5.00	0	1	0	0.02	0.00	5.00
		SA CALL: SA to Submit MIS data extract	10	10	2	20	2.00	40.00	0	2	0	0.02	0.00	40.00
		SA CALL: MOU for SA	10	10	1	10	0.08	0.84	0	1	0	0.02	0.00	0.84
		SA CALL: Email from SA to all LAs	10	10	37	370	0.03	12.36	0	37	0	0.02	0.00	12.36
		LA DIRECTOR SURVEY: Email from FNS contractor to SA with LAs Selected for Site Visit	10	10	1	10	0.03	0.33	0	1	0	0.02	0.00	0.33
		LA DIRECTOR SURVEY: Notification email from SA to Selected LA	10	10	1	10	0.03	0.33	0	3	0	0.02	0.00	0.33
		LA DIRECTOR SURVEY: Thank You Email Following LA Recruitment	10	10	1	10	0.02	0.17	0	1	0	0.02	0.00	0.17

	LA DIRECTOR SURVEY: Frequently Asked Questions	10	10	1	10	0.08	0.84	0	1	0	0.02	0.00	0.84
SUBTOTAL OF SA		13	10	51.0	510	0.13	67.25	3	9.33	28	0.02	0.47	67.72
WIC Local Agency (LA)	PRETEST	3	3	1	3	1.49	4.47	0	1	0	0.10	0.00	4.47
	LA DIRECTOR SURVEY: Notification Email from SA to LA	259	238	1	238	0.03	7.95	21	1	21	0.02	0.35	8.30
	LA DIRECTOR SURVEY: Study Brochure	259	238	1	238	0.03	7.95	21	1	21	0.02	0.35	8.30
	LA DIRECTOR SURVEY: Email from FNS contractor to LA with LA Director Survey Link	259	155	1	155	0.03	5.18	104	1	104	0.02	1.74	6.91
	LA DIRECTOR SURVEY: 1st Reminder Email to Complete LA Director Survey	104	62	1	62	0.02	1.04	42	1	42	0.02	0.70	1.74
	LA DIRECTOR SURVEY: 2nd Reminder Email to Complete LA Director Survey	42	21	1	21	0.02	0.35	21	1	21	0.02	0.35	0.70
	LA DIRECTOR SURVEY: Local Agency Director Survey	259	238	1	238	0.50	119.00	21	1	21	0.02	0.35	119.35
	LA DIRECTOR SURVEY: Thank You Email Following Survey Completion	238	238	1	238	0.02	3.97	0	1	0	0.02	0.00	3.97
	LA PHONE INTERVIEW: Notification Email from SA to Selected LA	21	21	1	21	0.03	0.70	0	1	0	0.02	0.00	0.70
	LA PHONE INTERVIEW: Email from FNS contractor to LA to Schedule Phone Interview	21	13	1	13	0.03	0.43	8	1	8	0.02	0.13	0.57
	LA PHONE INTERVIEW: Reminder Email to LA to Schedule Phone Interview	8	6	1	6	0.02	0.10	2	1	2	0.02	0.03	0.13
	LA PHONE INTERVIEW: Reminder Call to LA to Schedule Phone Interview	2	2	1	2	0.08	0.17	0	1	0	0.02	0.00	0.17
	LA PHONE INTERVIEW: Clinic Site Information Form (completed by LA in conjunction with Phone Interview)	21	21	1	21	1.00	21.00	0	1	0	0.02	0.00	21.00
	LA PHONE INTERVIEW: Phone interview with LA	21	21	1	21	1.00	21.00	0	1	0	0.02	0.00	21.00
	LA PHONE INTERVIEW: LA to Submit Nutrition Risk Assessment Documents (completed in conjunction with phone interview)	21	13	1	13	0.50	6.50	8	1	8	0.02	0.13	6.63
	LA PHONE INTERVIEW: Reminder Email to Submit Nutrition Risk Assessment Documents	8	8	1	8	0.50	4.00	0	1	0	0.02	0.00	4.00

		WIC CLINIC SITE DIRECTOR INTERVIEW: Email to LA with Selected Site Name	21	21	1	21	0.03	0.70	0	1	0	0.02	0.00	0.70
		WIC CLINIC SITE DIRECTOR INTERVIEW: Notification Email from LA to WIC Clinic	21	21	1	21	0.05	1.05	0	1	0	0.02	0.00	1.05
		WIC CLINIC SITE DIRECTOR INTERVIEW: Thank You from FNS contractor to LA Following WIC Clinic Recruitment	21	21	1	21	0.02	0.35	0	1	0	0.02	0.00	0.35
	SUBTOTAL OF WIC LA		262	241	5.6	1361	0.15	205.91	21	11.81	248	0.02	4.14	210.05
	WIC Clinic	PRETEST	1	1	1	1	3.68	3.68	0	1	0	0.23	0.00	3.68
		WIC CLINIC SITE DIRECTOR INTERVIEW: Notification Email from LA to WIC Clinic	21	21	1	21	0.03	0.70	0	1	0	0.02	0.00	0.70
		WIC CLINIC SITE DIRECTOR INTERVIEW: Email from FNS contractor to WIC Clinic to Schedule Call	21	13	1	13	0.08	1.09	8	1	8	0.02	0.13	1.22
		WIC CLINIC SITE DIRECTOR INTERVIEW: Reminder Email to WIC Clinic to Schedule Call	8	6	1	6	0.02	0.10	2	1	2	0.02	0.03	0.13
		WIC CLINIC SITE DIRECTOR INTERVIEW: Reminder Call with WIC Clinic to Schedule Call	4	4	1	4	0.08	0.33	0	1	0	0.02	0.00	0.33
		WIC CLINIC SITE DIRECTOR INTERVIEW: Telephone Call with WIC Clinic	21	21	1	21	1.00	21.00	0	1	0	0.02	0.00	21.00
		WIC CLINIC SITE DIRECTOR INTERVIEW: Reminder Email to WIC Clinic for Site Visit	21	21	1	21	0.02	0.35	0	1	0	0.02	0.00	0.35
		WIC CLINIC SITE DIRECTOR INTERVIEW: Reminder Call with WIC Clinic for Site Visit	21	21	1	21	0.08	1.75	0	1	0	0.02	0.00	1.75
		WIC CLINIC SITE DIRECTOR INTERVIEW: Informed Consent for Site Director Interview	21	19	1	19	0.08	1.59	2	1	2	0.02	0.03	1.62
		WIC CLINIC SITE DIRECTOR INTERVIEW: WIC Clinic Site Director Interview	19	19	1	19	0.75	14.25	0	1	0	0.02	0.00	14.25
		WIC NUTRITION SERVICES VISIT AND STAFF INTERVIEW: Finalize Plans with WIC Clinic on Day of Site Visit	21	21	1	21	0.25	5.25	0	1	0	0.02	0.00	5.25
		WIC NUTRITION SERVICES VISIT AND STAFF INTERVIEW: Informed Consent for Observation and Staff Interview	21	21	6	126	0.08	10.52	0	6	0	0.02	0.00	10.52

		WIC NUTRITION SERVICES VISIT AND STAFF INTERVIEW: Identified Risks Data Collection Form	21	21	6	126	0.08	10.52	0	6	0	0.02	0.00	10.52
		WIC NUTRITION SERVICES VISITAND STAFF INTERVIEW: Staff Interview	21	21	5	105	1.00	105.00	0	5	0	0.02	0.00	105.00
		WIC NUTRITION SERVICES VISIT AND STAFF INTERVIEW: Post-site Visit Thank You	21	21	1	21	0.02	0.35	0	1	0	0.02	0.00	0.35
		SUBTOTAL OF WIC CLINIC	22	21	26	545	0.32	176.48	1	12	12	0.02	0.20	176.68
TOTAL STATE AND LOCAL AGENCY			297	272	8.88	2416	0.19	449.65	25	11.52	288	0.02	4.81	454.46
	WIC Local Agency (LA)	PRETEST	5	2	1	2	1.49	2.98	3	1	3	0.10	0.30	3.28
		LA DIRECTOR SURVEY: Notification Email from SA to LA	111	89	1	89	0.03	2.97	22	1	22	0.02	0.37	3.34
		LA DIRECTOR SURVEY: Study Brochure	111	89	1	89	0.03	2.97	22	1	22	0.02	0.37	3.34
		LA DIRECTOR SURVEY: Email from FNS contractor to LA with LA Director Survey Link	111	56	1	56	0.03	1.87	55	1	55	0.02	0.92	2.79
		LA DIRECTOR SURVEY: 1st Reminder Email to Complete LA Director Survey	55	28	1	28	0.02	0.47	27	1	27	0.02	0.45	0.92
		LA DIRECTOR SURVEY: 2nd Reminder Email to Complete LA Director Survey	27	5	1	5	0.02	0.08	22	1	22	0.02	0.37	0.45
		LA DIRECTOR SURVEY: Local Agency Director Survey	111	89	1	89	0.50	44.50	22	1	22	0.02	0.37	44.87
		LA DIRECTOR SURVEY: Thank You Email Following Survey Completion	89	89	1	89	0.02	1.49	0	1	0	0.02	0.00	1.49
		LA PHONE INTERVIEW: Notification Email from SA to Selected LA	15	9	1	9	0.03	0.30	6	1	6	0.02	0.10	0.40
		LA PHONE INTERVIEW: Email from FNS contractor to LA to Schedule Phone Interview	15	6	1	6	0.03	0.20	9	1	9	0.02	0.15	0.35
		LA PHONE INTERVIEW: Reminder Email to LA to Schedule Phone Interview	9	2	1	2	0.02	0.03	7	1	7	0.02	0.12	0.15
		LA PHONE INTERVIEW: Reminder Call to LA to Schedule Phone Interview	7	1	1	1	0.08	0.08	6	1	6	0.02	0.10	0.18
		LA PHONE INTERVIEW: Clinic Site Information Form (completed by LA in conjunction with Phone Interview)	9	9	1	9	1.00	9.00	0	1	0	0.02	0.00	9.00
		LA PHONE INTERVIEW: Phone interview with LA	9	9	1	9	1.00	9.00	0	1	0	0.02	0.00	9.00

		LA PHONE INTERVIEW: LA to Submit Nutrition Risk Assessment Documents (completed in conjunction with phone interview)	9	5	1	5	0.50	2.50	4	1	4	0.02	0.07	2.57
		LA PHONE INTERVIEW: Reminder Email to Submit Nutrition Risk Assessment Documents	4	4	1	4	0.02	0.07	0	1	0	0.02	0.00	0.07
		WIC CLINIC SITE DIRECTOR INTERVIEW: Email to LA with Selected Site Name	9	9	2	18	0.03	0.60	0	2	0	0.02	0.00	0.60
		WIC CLINIC SITE DIRECTOR INTERVIEW: Notification Email from LA to WIC Clinic	9	9	2	18	0.05	0.90	0	2	0	0.02	0.00	0.90
		WIC CLINIC SITE DIRECTOR INTERVIEW: Thank You from FNS contractor to LA Following WIC Clinic Recruitment	9	9	1	9	0.02	0.15	0	1	0	0.02	0.00	0.15
	SUBTOTAL OF WIC LA		116	91	5.9	537	0.15	80.17	25	8.20	205	0.02	3.67	83.84
	WIC Clinic	PRETEST	2	1	1	1	3.68	3.68	1	1	1	0.23	0.23	3.91
		WIC CLINIC SITE DIRECTOR INTERVIEW: Notification Email from LA to WIC Clinic	15	9	1	9	0.03	0.30	6	1	6	0.02	0.10	0.40
		WIC CLINIC SITE DIRECTOR INTERVIEW: Email from FNS contractor to WIC Clinic to Schedule Call	15	6	1	6	0.08	0.50	9	1	9	0.02	0.15	0.65
		WIC CLINIC SITE DIRECTOR INTERVIEW: Reminder Email to WIC Clinic to Schedule Call	9	2	1	2	0.02	0.03	7	1	7	0.02	0.12	0.15
		WIC CLINIC SITE DIRECTOR INTERVIEW: Reminder Call with WIC Clinic to Schedule Call	7	1	1	1	0.08	0.08	6	1	6	0.02	0.10	0.18
		WIC CLINIC SITE DIRECTOR INTERVIEW: Telephone Call with WIC Clinic	9	9	1	9	1.00	9.00	0	1	0	0.02	0.00	9.00
		WIC CLINIC SITE DIRECTOR INTERVIEW: Reminder Email to WIC Clinic for Site Visit	9	9	1	9	0.02	0.15	0	1	0	0.02	0.00	0.15
		WIC CLINIC SITE DIRECTOR INTERVIEW: Reminder Call with WIC Clinic for Site Visit	9	9	1	9	0.08	0.75	0	1	0	0.02	0.00	0.75
		WIC CLINIC SITE DIRECTOR INTERVIEW: Informed Consent for Site Director Interview	9	9	1	9	0.08	0.75	0	1	0	0.02	0.00	0.75

		WIC CLINIC SITE DIRECTOR INTERVIEW: WIC Clinic Site Director Interview	9	9	1	9	0.75	6.75	0	1	0	0.02	0.00	6.75
		WIC NUTRITION SERVICES VISIT AND STAFF INTERVIEW: Finalize Plans with WIC Clinic on Day of Site Visit	9	9	1	9	0.25	2.25	0	1	0	0.02	0.00	2.25
		WIC NUTRITION SERVICES VISIT AND STAFF INTERVIEW: Informed Consent for Observation and Staff Interview	9	9	6	54	0.08	4.51	0	6	0	0.02	0.00	4.51
		WIC NUTRITION SERVICES VISIT AND STAFF INTERVIEW: Identified Risks Data Collection Form	9	9	5	45	0.08	3.76	0	5	0	0.02	0.00	3.76
		WIC NUTRITION SERVICES VISIT AND STAFF INTERVIEW: Staff Interview	9	9	5	45	1.00	45.00	0	5	0	0.02	0.00	45.00
		WIC NUTRITION SERVICES VISIT AND STAFF INTERVIEW: Post-site Visit Thank You	9	9	1	9	0.02	0.15	0	1	0	0.02	0.00	0.15
		SUBTOTAL OF WIC CLINIC		17	10	22.6	226	0.34	77.67	7	4.1	29	0.02	0.70
TOTAL PROFIT/NON-PROFIT BUSINESS			133	101	7.55	763	0.21	157.84	32	7.31	234	0.02	4.37	162.21
Individuals and Households	WIC Participants	PRETEST	4	2	1	2	0.96	1.92	2	1	2	0.12	0.24	2.16
		PARTICIPANT OBSERVATION: Study Brochure for WIC Participant	1020	510	1	510	0.03	17.03	510	1	510	0.02	8.52	25.55
		PARTICIPANT OBSERVATION: WIC Participant Screener	1020	510	1	510	0.02	8.52	510	1	510	0.02	8.52	17.03
		PARTICIPANT OBSERVATION: Informed Consent for Observation and WIC Participant Interview	510	510	1	510	0.08	42.59	0	1	0	0.02	0.00	42.59
		INTERVIEW: Reminder Text for WIC Participant Interview to be Conducted Over the Phone	255	102	1	102	0.02	1.70	153	1	153	0.02	2.56	4.26
		INTERVIEW: Reminder Call for WIC Participant Interview to be Conducted Over the Phone	153	45	1	45	0.02	0.75	108	1	108	0.02	1.80	2.56
		INTERVIEW: WIC Participant Interview (In-Person and Phone)	510	300	1	300	0.50	150.00	210	1	210	0.02	3.51	153.51
		INTERVIEW: Post-interview Thank You to WIC Participant	300	300	1	300	0.02	5.01	0	1	0	0.02	0.00	5.01
		TOTAL OF WIC PARTICIPANTS			1024	512	4.45	2279	0.10	227.52	512	2.9	1493	0.02
GRAND TOTAL			1454	885	6.17	5458	0.15	835.01	569	3.54	2015	0.02	34.32	869.33

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